

Process Essay Scoring Guide

	4	3	2	1
Ideas & Content	Ideas are clear, focused and interesting. They are supported by relevant, carefully selected details; author provides a thorough exploration of the topic, making thoughtful connections and insights.	Ideas are clear and supported by relevant details; author makes some insights or connections.	Ideas are not consistently clear and/or are rarely supported by relevant details; author does not make insights or connections.	Ideas are frequently unclear and/or are not supported by relevant details; author does not make insights or connections.
How-to/Process Organization	Compelling intro communicates a clear How-to/Process thesis. The steps are presented in the order in which they are performed. Effective transitions are used. Conclusion is strong.	Intro communicates a How-to/Process thesis. The steps are presented in the order in which they are performed. Transitions are used. Conclusion is clear.	Intro does not clearly communicate a How-to/Process thesis. Structure of essay is not consistent or clear. Transitions are lacking. Conclusion is weak.	Thesis is not present or inconsistent with assignment. Structure of essay is unclear. Transitions are not used. Conclusion is missing or conflicts with essay.
Conventions	There are few or no errors in mechanics, usage, grammar, spelling, or formatting.	There are some errors in mechanics, usage, grammar, spelling, or formatting.	Errors in mechanics, usage, grammar, spelling, or formatting interfere with the audience's understanding of the process.	Serious and numerous errors in mechanics, usage, grammar, spelling or formatting make understanding the essay very difficult.
Voice/Word Choice	The writer has chosen a voice appropriate for the topic, purpose, and audience. The writer demonstrates deep commitment to the topic. The writing is expressive, engaging, or sincere. Word choice is consistently precise and impactful.	A voice is present. The writer seems committed to the topic, and there may be a sense of "writing to be read." In places, the writing is expressive, engaging, or sincere.	The writer's commitment to the topic seems inconsistent. A sense of the writer may emerge at times; however, the voice is at times either inappropriate or ineffective. Many words are imprecise, redundant, or confusing.	The writing provides little sense of involvement or commitment. There is no evidence that the writer has chosen a suitable voice. Word choices are mostly imprecise, redundant, or confusing.
Sentence Fluency	The writing has an effective flow and rhythm. Sentences show a high degree of craftsmanship, with consistently strong and varied structure that makes expressive oral reading easy and enjoyable.	The writing flows; however, connections between phrases or sentences may be less than fluid. Sentence patterns are somewhat varied, contributing to ease in oral reading.	The writing tends to be mechanical rather than fluid. Occasional awkward constructions may force the reader to slow down or reread.	The writing tends to be either choppy or rambling. Awkward constructions often force the reader to slow down or reread.